



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE RESERVE
PO BOX 357112
SAN DIEGO CA 92135-7112

IN REPLY REFER TO:

COMNAVAIRFORESINST 3710.4J

N3

17 Sep 15

COMNAVAIRFORES INSTRUCTION 3710.4J

From: Commander, Naval Air Force Reserve

Subj: PILOT/NAVAL FLIGHT OFFICER SELECTION PROCEDURES AND
POLICIES

Ref: (a) DOD PUB 5500.7-R
(b) BUPERSINST 1001.39F
(c) CNATRAININST 3740.8L

Encl: (1) Sample USN SELRES Pilot/NFO Selection Board Results
(2) Sample USN SELRES Pilot/NFO Selection Board
Application

1. Purpose. To standardize procedures and policies for selection of Pilots/Naval Flight Officers (NFO) to fill billets in Navy Reserve Component (RC) Squadrons and Fleet Replacement Squadron (FRS) Squadron Augment Units (SAU). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRFORESINST 3710.4H

3. Background. The requirements and demands placed on a Selected Reserve (SELRES) Pilot/NFO are extensive and unique. Therefore, special consideration is required in the selection process of available candidates. Formal board action is directed to ensure that SELRES officers are afforded the opportunity to compete equitably for these assignments.

4. Discussion

a. RC Squadron/FRS SAU Pilot/NFO Selection Board Composition. When a Pilot or NFO vacancy occurs in a RC squadron or a squadron has multiple Commanders in an Over Grade Waiver (OGW) status, the RC squadron Commanding Officer (CO) will request the respective Type Wing Commander (TYPEWING) convene a board to consider all candidates available for assignment. These boards shall be held semi-annually. Boards may be held quarterly if a wing commander determines sufficient candidates exist. The board will consist of the following voting members:

(1) Chairman: TYPEWING Commander or designated representative. The designated representative shall be the Chief Staff Officer or above.

(2) RC Squadron or SAU CO. If not available, the Executive Officer (XO) or SAU OIC may be designated as the CO's representative.

(3) One or more senior officers (O5/O6) from local reserve units.

(4) The community's respective Commander, Naval Air Force Reserve (CNAFR) Program Manager shall be physically present (only under extenuating circumstances may they participate via telecon).

b. Chief of Naval Air Training (CNATRA) Training Squadron SAU Pilot/NFO Selection Board Composition. Refer to reference (c) for procedures and composition.

c. Conduct of Board

(1) The TYPEWING Commander shall act as the convening authority for the selection board.

(2) The TYPEWING Commander or their designated representative, shall serve as the chairman of the selection board.

(3) The TYPEWING Commander shall release a pilot/NFO selection board message delineating the board POC from each RC Squadron and TYPEWING/FRS SAU as well as application procedures to include desired format, delivery method, due date, and any Type Wing specifics.

(4) Each SAU CO must have knowledge of who is applying to their SAU and shall brief their active component TYPEWING Commander/VP FRS CO on all interested applicants.

(5) All RC Squadrons and TYPEWING/FRS SAUs should be represented at their wing pilot/NFO selection board.

(6) All board members will be notified, in writing, of the selection board convening date. This may be accomplished through the pilot/NFO selection board message.

(7) Any candidate to be considered eligible shall be capable of affiliation within 12 months from date of pilot/NFO selection board.

(8) Candidates' information folders will be compiled and presented to the selection board by the senior Full Time Support (FTS) officer at the respective wing.

(9) Minutes of the Pilot/NFO selection board will be maintained by the designated recorder for the board.

(10) Empty billets and those occupied by Commanders (O-5) who have been previously approved to fill junior officer billets through the overgrade waiver process will be considered available and shall be advertised appropriately.

(11) Overgrade O-5s should be transferred as soon as mission accomplishment can be assured when a qualified junior is affiliated. The determination of "qualified" will be made by the board and based on the factors discussed in the subsequent paragraphs. Their continuation in a Junior Officer billet shall be reviewed at each semi-annual aircrew review board.

(12) Summary of board proceedings and selection results shall be forwarded to Commander, Naval Air Force Reserve for approval. CNAFR N1 will provide final administrative action required for member affiliation.

d. Pilot/NFO Selection Criteria. O-6s, Non-command screened O-5s, and O-5 selectees should not be considered for selection unless readiness factors dictate consideration. Authority to select such candidates shall reside with CNAFR. Selection should be based on the following considerations (listed by priority):

- (1) Flight Safety Record.
- (2) Fleet/Reserve experience.
- (3) Present rank and promotion record.
- (4) Special qualifications (e.g. Landing Signals Officer, Aviation Safety Officer, maintenance schools, combat experience, etc.)
- (5) Availability to participate.
- (6) Domicile (as it relates to travel to/from drill site).
- (7) Transition requirements.

e. Pilot/NFO Candidate Information. When considering candidates for vacancies, the senior FTS officer at the RC squadron, SAU, or Wing, as determined by Pilot/NFO Selection Board message, will collect and make the following items, at minimum, available to the selection board:

- (1) Application, see enclosure (1)

a. The application should include a statement indicating the applicant has reviewed reference (a), sections 5-408, 2-303, 5-404d, 1-416; and reference (b), section 1010 for conflict of interest between the Navy and his/her civilian

employer, and states any actual or potential conflict that may exist.

b. The application should include a statement from USMC members applying to a Navy pilot/NFO selection board (as an inter-service transfer) stating, "I was counseled on the Selected Marine Corps Reservist (SMCR) program by (name of counselor) on (date counseled), and my desire is to apply for a Navy Reserve billet."

(2) Flight logbook

(3) Flight Training/Qualification Jacket

(4) Summary of flight activity, service assignments, and pertinent qualifications

(5) Summary of current/expected civilian job activity

(6) Copies of the five most recent officer fitness reports. Such reports will be safeguarded at all times and will be either destroyed or returned to the candidates, as applicable, when these reports are no longer required by the board.

(7) A recent (within 60 days of the board convening date) Flight Medical Clearance (NAVMED 6410/2) documenting the member's medical record has been reviewed and the individual is physically qualified and aeronautically adaptable for the assignment.

(8) Officer Service Record (OSR) and Performance Service Record (PSR) or service equivalent Performance and Service Records.

5. Marine Corps Specific pilot/NFO selection board and affiliation procedures.

a. Marine applicants shall submit an enclosure to their application package that reads:

From: Applicant
To: President, Marine Corps Reserve Instructor Pilot Board
Via: 4th Marine Air Wing
Subj: Letter of Acknowledgement

1. I am applying for billets in (RC Squadrons/SAUs applying to) flying the (platform).

//s//Name

b. The TYPEWING Commander should coordinate with the 4th MAWTSO CO, FRS CO, and SAU CO to determine which SMCR billets will be filled. This determination will take into account the

production needs of the FRS and the availability of IUT sortie overhead and should be complete two weeks prior to the selection board to ensure coordination.

c. Marine Reserve Aviator Selection Board (MASB) results will be published via MARADMIN.

5. RC Squadron/SAU Transfer. Pilots/NFOs previously selected by a selection board to fill a RC squadron/SAU billet who desire to transfer to a new unit (e.g., when necessitated by civilian job transfers), may be transferred between like RC squadrons/SAUs when vacant billets are available and with the concurrence of the gaining command's CO and Wing Commander.

6. Action. TYPEWING Commanders will ensure the best and most junior qualified pilots/NFOs are selected to fill SELRES flying billet vacancies using priority manning directives.


J. H. HILL
By direction

Distribution:

Electronic copy via COMNAVAIRFORES web site

<https://private.navyreserve.navy.mil/CNAFR/Pages/default.aspx>

SAMPLE USN SELRES AVIATION SELECTION BOARD (ASB) RESULTS

Date

From: Commander, Helicopter Sea Combat Wing Pacific Fleet
To: Commander, Naval Air Force Reserve

Subj: RESULTS OF USN RESERVE COMPONENT AVIATOR SELECTION BOARD

Ref: (a) COMNAVAIRFORESINST 3710.4
(b) COMNAVAIRFORESINST 3740.8

1. Per references (a) and (b), a combined CNAFR Aviator Selection Board (ASB) was convened for HSC-3 SAU and HSC-85 on 5 January 2009. The board membership consisted of the following:

Rank	Name	Command	ASB Title
CAPT	I. R. ASkipper	HSCWP	President
CDR	P. M. Manager	CNAFR	Member
CDR	I. M. Member	HSC-3	Member
CDR	I. M. Skipper	HSC-85	Member

2. The following applicants were presented to the Board:

- a. LT I. M. Chosen, USN
- b. LT M. I. Doe, USN
- c. LT R. S. Jones, USN
- d. Capt M. K. Mouse, USMC

3. The following candidates were selected:

a. HSC-3 SAU					
Rank	Name	Last 4 SSN/DESIG	BIN	RUIC	RBSC
LT	I.M. Chosen	0000/1315	4400A	45908	7005P
b. HS-10 SAU					
Rank	Name	Last 4 SSN/DESIG	BIN	RUIC	RBSC
LT	M. I. Doe	9999/1315	4401A	45908	7005P
c. HSC-85					
Rank	Name	Last 4 SSN/DESIG	BIN	RUIC	RBSC
Capt	M. K. Mouse	9999/1315	4401A	45908	7005P

[inter-service transfer example]

4. Any additional information or comments.

NAME/SIGNATURE

Copy to:
NOSC North Island

Enclosure (1)

SAMPLE USN SELRES AVIATOR SELECTION BOARD (ASB) APPLICATION

Date

From: LT John P. Jones, USN, XXX-XX-6789/131X
To: Commander, Helicopter Sea Combat Wing Pacific Fleet
Subj: APPLICATION FOR COMMANDER, NAVAL AIR FORCE RESERVE
AVIATOR SELECTION BOARD CONVENING DD MMM YYYY

Ref: (a) COMNAVAIRFORESINST 3740.8

Encl: (1) Civilian Resume
(2) Officer Qualification Questionnaire (NAVPERS
1301/4) (N/A for USMC)
(3) Copy of OSR/PSR (PDF format for online PSR) or
Master Brief Sheet for USMC
(4) Copies of last five Fitness Reports
(5) Flight Surgeon Memo (or Current Naval Medical
Clearance)

1. Per reference (a), respectfully request consideration for selection for the Commander, Naval Air Force Reserve (CNAFR) Squadron Augment Unit (SAU) SELRES Flight Instructor program. This application with enclosures (1) through (5) is forwarded for consideration.

2. The following information is submitted:

a. Order of preference for SAU and Type/Model aircraft:

(1) HSC-3 SAU, MH-60S

(2) HS-10 SAU, SH-60F

b. Personal information:

(1) Primary contact phone: (999) 999-9999

(2) E-mail address: email@email.com

c. Summary of civilian job activity: See enclosure (2).

d. Military information:

(1) YG/DOR: 98/072002

Enclosure (2)

(2) Date capable to affiliate: Immediately

(3) Summary of military: See enclosure (3).

(4) Summary of any flight mishaps, accidents, and/or violations (Military or civilian): None. (If any, member must include copy of logbook entries as an enclosure to this application)

3. I have reviewed DOD PUB 5500.7-R, sections 5-408, 2-303, 5-404d, 1-416; BUPERSINST 1001.39F section 1010; and COMNAVAIRFORESINST 3740.8, enclosure (1) section 10 and do not have any conflicts of interest that would affect my performance as a SELRES (or state the conflict of interest and how you wish to mitigate the conflict).

4. I expect to be able to contribute xx days per month to my CNAFR reserve unit.

5. Any additional information or comments (where you will live, job, qualifications, why you want this job, mitigating factors, etc).

6. (For USMC applicants wishing to apply for Navy Reserve billets [as an inter-service transfer]:) I was counseled on the SMCR program by (name of counselor) on (date counseled), and my desire is to apply for a Navy Reserve billet.

NAME/SIGNATURE